

The seal of James City County, Virginia, is circular. It features a sailing ship on the water, with the text "James City County" around the top and "Jamestown 1607" around the bottom. The number "287" is prominently displayed in the center of the seal.

FACILITIES MANAGEMENT ASSISTANT

DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Performs responsible administrative support work for the Facilities Management Division. Assists in coordinating the activities of the Division as they relate to work control, financial accounting, labor accounting, purchasing, information reporting, personnel action, and contractor support.

Work is performed under the general supervision of the Facilities Management Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Receives incoming work orders from customers for Building, Grounds, and Custodial maintenance and repair; enters information into the computer, prioritizes work and assigns jobs to appropriate Sections.

Maintains automated Maintenance Management work order system; charges materials to work orders; inputs time spent on each repair; closes orders; files copies; retrieves information, and generates reports from work order records.

Answers telephone and assists visitors; notifies user departments of status of their repairs; coordinates with vendors to locate specific parts.

Coordinates with contractors and staff concerning contract repairs.

Coordinates administration of School Grounds employees with School Building Services office.

Coordinates with Data Processing and acts as department representative on a variety of computer/technology issues and teams related to: web page development and maintenance, intranet and internet management, and hardware and software purchases. May also organize internal terms as necessary to assist in these duties.

Replies in person, by telephone, or by correspondence to inquiries from visitors and callers; ascertains nature of the inquiry and provides information on departmental policies and procedures, programs or services provided. May refer more difficult inquiries to the appropriate person.

Assist in the administration of the departmental budget and payroll.

Requisitions materials and supplies; maintains inventories, writes requisitions, codes invoices for BPO's (in absence of Superintendents), and maintains purchase order file.

Coordinates rental or purchase of uniforms, safety equipment, and pagers.

Maintains financial and other records for a variety of program areas; maintains moderately complex record keeping and filing system; prepares reports from such records.

Prepares and sends correspondence and form letters on general matters with limited supervision.

Conducts research, special administrative studies and management planning.

Checks hours and processes time sheets, posts leave records and computes totals, and tracks completion of annual evaluations for all assigned personnel.

Arranges for vehicles and equipment to be sent out for repair when needed.

Receives and distributes mail; schedules appointments and meetings; makes travel arrangements and arrangements for meetings; processes travel authorizations and verifies funds availability.

Performs work safety in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other related duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

May drive County vehicle to other County facilities to deliver or pick up information.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office environment.

Operates computer keyboard, telephone, fax machine, radio, and copy machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of Maintenance Management Systems.

Considerable knowledge of office practices and procedures.

Considerable knowledge of data entry, computer operations, and automated record keeping.

Considerable knowledge of correct English, spelling, and punctuation.

Ability to communicate effectively, both orally and in writing.

Ability to type accurately and rapidly and to compose effective and accurate correspondence.

Ability to work on several projects simultaneously, maintain schedules, and meet deadlines.

Ability to attend to detail, to maintain complex records, to assemble and organize data, and to prepare reports from such records.

Ability to establish and maintain effective working relationships with County employees, suppliers, vendors, and contractors.

Ability to learn policies, procedures, and services of the department to which assigned.

Ability to deal with other employees and the general public in an effective and courteous manner.

MINIMUM QUALIFICATIONS:

Associate's Degree in Secretarial Science Administrative Support, Facilities Management, or related field desirable; considerable experience in customer service, secretarial, or administrative support, office management, or related field; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

Date: August 2002
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Facilities Management Assistant
Department County Administration

Position Number 287
Division Facilities Management

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50 +	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ☒ ground to waist ☐ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☒ Lift ☒ Push/Pull ☒ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☐ Step stool
☐ 8' to 10' step ladder
☐ Extension ladder
☐ Other _____
☒ Not essential to job function

Stairways

- ☐ 1 flight
☐ 2 flights
☐ 3 or more flights
☐ Other _____
☒ Not essential to job function

Steps

- ☐ 1-2
☐ 2-3
☐ 3-4
☐ Other _____
☒ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9 +			
Stand			✓					✓	
Sit			✓					✓	
Walk			✓					✓	
Run	✓						✓		

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☒ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☐ 5-20x ☒ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☐ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

<u>Transmission</u>	<u>Standard</u>	<u>Automatic</u>	<u>Multi-Gears</u>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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